

<p style="text-align: center;">DAVIE COUNTY, NC FIRE MARSHAL'S OFFICE STANDARD OPERATING GUIDELINES</p>	<p>REVISION DATE</p> <p>6/4/2018</p>
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;">GROOMING STANDARDS</p>	<p>ADMIN</p> <p>PAGE 1 OF 2</p>
<p style="text-align: right;">DCFM #</p>	<p>100-011</p>

1. Purpose / Scope

1.1. The purpose of this policy is to establish standards for personal grooming. The intent of this policy is for members of the Fire Marshal Office to present a professional appearance to the public. In addition, the intention is to increase personal safety to the members of the Fire Marshal Office when performing their duties in dangerous environments.

2. Guideline

2.1. Head Hair

- Hair will be neat, clean and present a groomed, professional appearance.
- Hair will not to be worn so as to interfere with wearing of headgear such as cap, dress hat, helmet or face piece webbing.
- **Hair MUST NOT interfere in ANY way at ANY time with the seal of the assigned SCBA face piece. All hair must easily be completely covered by the assigned protective hood without delay.**
- Graphics, designs or lettering of any type cut into the hair is prohibited.
- Hair coloring of anything other than a natural color is prohibited.
- Length of the hair on the back of the head shall not extend below the bottom of the shirt collar while standing erect and head held straight.
- Length of hair in front shall not go below the eyebrows at any time.
- A Single ponytail at the back of the head is acceptable as long as the end of the ponytail does not extend below the bottom of the shirt collar while the person is standing erect and head held straight. In addition, the hair must meet the above seven points. Pigtails, rattails or more than one ponytail is not permitted.

3. Facial Hair

- Other than sideburns and mustaches, all facial hair must be clean-shaven. Sideburns and mustaches shall be neat, clean and present a groomed, professional appearance at all times.
- **Facial hair MUST NOT interfere in ANY way at ANY time with the seal of the assigned SCBA face piece.**

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- Sideburns shall be neatly trimmed, and not extend below the lowest part of the ears.
- All mustaches shall be neatly trimmed and maintained so that the hair of the upper lip must not extend as to cover the lower lip in any way. All other facial hair shall be clean-shaven.
- Facial hair coloring of anything other than a natural color is prohibited.

C. Personal Hygiene

- Personal hygiene is extremely critical due to the public and emergency scene contaminates. Special attention is also required due to the health and coexistence with fellow employees on long shifts. For these reasons all employees are expected to bathe and use personal care methods and products that promote a sanitary and healthy coexistence and present a professional appearance.

D. Jewelry and Body Art

- The Forsyth County Fire Marshal Office prohibits body art, tattoos that are offensive, distasteful, gang related or obscene, that are visible from below or above the shirt and pants line. It is recommended that necklaces, rings and jewelry, body piercings' not be worn on duty due to entanglement, snag and burn hazards while performing Fire Marshal Office functions.

III. Compliance of Policy

Should any member of the Fire Marshal Office have grooming that does not meet this standard, they should be addressed by their supervisor and specifically told what correction (s) is needed. The member should then be given a reasonable amount of time to make the correction (s) as requested by their supervisor. In the event that satisfactory correction is not made within a reasonable amount of time, the supervisor may initiate progressive disciplinary action.

The determination of lengths and specifics is the responsibility of the supervisors within the Fire Marshal Office. Supervisors may ask members of the Fire Marshal Office to demonstrate to them that their head of hair or facial hair does not interfere with the duties of the SCBA face piece or protective hood at any time while on duty.